

TO: CD10/Manager, Human Resources Department  
THRU: /

LS01/Office of the Chief Counsel

FROM: [redacted] / [redacted] / [redacted]  
Your Mail Code Your Name Your Job Title

SUBJECT: Request for Administrative Approval of Outside Activity

I hereby request administrative approval of the following outside activity:

(a) [redacted]  
Name and address of organization/person for which outside activity will be performed

(b) [redacted]  
Location where activity will be performed

(c) [redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]

Detailed description of the nature of the activity including the specific duties or services you will perform, note when planning to serve several clients in a professional capacity identify any client which has or seeks business with NASA

(d) Approval Requested from [redacted] through [redacted] (not to  
exceed 3 years) Date Date

(e) I estimate that [redacted] hours per [redacted] will be devoted to this activity.  
I estimate that [redacted] hours of annual or compensatory leave per [redacted]  
will be required for this outside activity.

(f)

(g)

(h) Compensation in the amount of [REDACTED] per [REDACTED] in the form of [REDACTED] will be derived from this outside activity.  
(salary, expenses, honorarium, fees, etc.)

(i) Compensation will not be derived from any NASA contract, grant or agreement with this organization.

This request is made with full knowledge of NASA and government rules and regulations on outside activities, conflict of interest, misuse of position, and other ethical standards. The statements I have made are true, complete, and correct to the best of my knowledge and belief. I understand that it is my responsibility to comply with all applicable rules and regulations related to outside activities. I currently have no official NASA duties involving a matter that affects the outside employer and will disqualify myself from future participation in NASA matters that could directly affect the outside employer.

I understand that I am not entitled to leave without pay or other forms of leave for the express purpose of engaging in the outside activity. I understand that I may not conduct this outside activity while on official government duty (time). I understand that I may not use NASA "inside knowledge" or other information that is not publicly available for this outside activity. I understand that I may not use government resources (copiers, computers, telephone, office supplies, equipment, laboratory supplies, voice-mail, etc.) for this outside activity. I understand that I may be provided a personal briefing from an ethics counselor on these issues should I have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NASA MSFC Telephone No.

\_\_\_\_\_  
Grade